

# Quotation Request //

## US Government Publishing Office

Agency Publishing Services  
732 North Capitol Street, NW  
Washington DC 20401-0001

**JACKET:045-577**

**Quotations are Due By:**

**(Eastern Time)10:00 AM on 10/08/2021**

**Submit Quotes Online, unless otherwise instructed, via: <https://contractorconnection.gpo.gov/openjobs.aspx>  
Contractor must provide mandatory W-9 form before GPO makes payment.**

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**TITLE:** Attending Physician - RX Labels (Marginally Punched Cont. Forms)

**QUANTITY:** 8000 Labels in Continuous Feed Strips.

**SUBMISSION OF QUOTES:** Vendor to submit quotes via Quick Quote (<https://contractorconnection.gpo.gov/OpenJobs>). Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to APS DC Team on 202-512-0307.

**TRIM SIZE:** Backing Sheet - Width 3-1/2" x Depth 4-1/2"  
Individual Label - Width 2-3/4" X Depth 4-1/4"

**PAGES:** Face Only

**SCHEDULE:**

Furnished Material will be available for pickup by 10/12/2021

Deliver complete (to arrive at destination) by 10/18/2021

F.O.B. destination

**QUALITY LEVEL:** 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

**DESCRIPTION:**

-MARGINALLY PUNCHED CONTINUOUS FORMS-

**CONTRACTOR WILL FURNISH:** All services and materials required to comply with these specifications.

**EQUIPMENT AND USAGE:** Printer: Various Burster: Manual/Mechanical

**PRINTING:** Prints 5 lines of type matter in Pantone-286 (Blue), face only. Approximate ink coverage is 2%. Clear, Sharp, Printing Required.

**PERFORATIONS:**

Tear line: Horizontal perforations on backing sheet shall be provided every 4-1/2" between labels. No Breaks.

All perforations shall be cut clean and sufficiently deep to permit easy separation but not to tear in ordinary handling or in feeding through the machine.

**ADHESIVE:**

Labels are to be coated on back with a permanent type, pressure sensitive adhesive and mounted on a marginally punched continuous backing sheet. Labels must adhere to paper and paper by-products, plus

plastic envelopes.

**CONSTRUCTION:**

Mount labels horizontally on a 3-1/2" wide backing sheet with 1/4" between labels vertically. Center labels left and right on the backing sheet.

Die-cut each 2-3/4 x 4-1/4" label to create 4 rectangular shaped adjoining segments (from top to bottom) as follows: 1 @ 2-3/4 x 1/2", 1 @ 2-3/4 x 2", 1 @ 2-3/4 x 1/2" and 1 @ 2-3/4 x 1-1/4". No Splices.

Round all corners and remove all waste. The cut must not penetrate the backing sheet. The label stock used must provide minimum curl to ensure that the adhesive side does not contact the printed side when detached from backing sheet. Fanfold on continuous strips in suitable quantities.

**MATERIAL FURNISHED:** Contractor to receive. .

Via email after award.

One (1) purchase Order.

One (1) PDF file.

One GPO Form 917 (Certificate of Selection).

One GPO Form 2678 (Departmental random copies-blue label).

Contractor to download the Labeling and Marking Specifications form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers.

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the contract administrator.

The contractor shall create or change any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order White Uncoated Label Paper, Basis Size 25 x 38", Basis Weight 50-60 lbs. per 500 sheets

**COLOR OF INK:**

Pantone 286 (Blue)

**PRINT PAGE:** One Side Only

**MARGINS:**

**FACE: Head:** 9/16" **Foot:** 3-3/8" **Left:** 13/16" **Right:** 1/16"

Margins are based on individual label size.

**PROOFS:**

None Required.

**BINDING:**

See "Description".

**PACKING:**

Fanfold sets suitably on tearline perforation. Pack 8,000 sets in durable uniform size Level C shipping containers which insure delivery at destination in a satisfactory condition ready for free passage through the

machines. No breaks per container (splices not acceptable).

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: RX LABELS

REQUISITION: 1-01696 JACKET NO.: 045-577

QUANTITY: \_\_\_\_\_

NUMBER OF BOXES: EX. Box 1 of 4, Box 2 of 4...

**DISTRIBUTION:**

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to sforster@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 045-577, Requisition 1-01696. The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

F.O.B. Destination: (Must Deliver On or Before the Scheduled Date):

Deliver 8,000 labels (Includes 80 Departmental Random "Blue Label" copies) via traceable means to: U.S. Government Publishing Office, 44 H Street NW Washington, DC 20401 (GPO Platform). Attn: Mr. Robinson. Marked For Re-Distribution to: H-159, U.S. Capitol, Justin Moseley, 202-225-5421.

Note: For the "Blue Label" Copies -- A copy of the Government furnished certificate (GPO Form 917) must accompany the voucher sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher. NOTE: Form is also available at <https://www.gpo.gov/pdfs/vendors/sfas/Form917.pdf>.

All expenses incidental to submitting proofs, furnishing samples and returning materials, must be borne by the contractor.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level III.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified standards to correspond with each required attribute as follows:

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	Furnished Electronic Media
P-9. Solid and Screen Tint Color Match	Pantone Matching System

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial

determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

**PAYMENT:** Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing.

Instruction for using this method can be found at the following web address:  
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

**Attachment(s):** NONE